



TELEVISION SPECIALIST OPEN EXAMINATION

DEPARTMENT OF TOXIC SUBSTANCES CONTROL



CALIFORNIA STATE GOVERNMENT-AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE: JANUARY 16, 2009

WHO SHOULD APPLY: Persons who meet the minimum qualifications as stated below.

NO WRITTEN TEST IS REQUIRED: This entire examination will consist of a structured qualifications appraisal interview.

HOW AND WHERE TO APPLY: Applications are available at the address below or on the State Personnel Board web site at <http://spb.ca.gov>. To learn more about the testing arrangement, contact the testing office shown below. Applications personally delivered **MUST** be received by DTSC's Examination Unit no later than CLOSE OF BUSINESS 5:00 p.m. on the final filing date. Mailed applications must be post marked **no later** than final filing date. Applications may be filed in person or by mail with:

Department of Toxic Substances Control
8800 Cal Center Drive
Sacramento, CA 95826
ATTN: Examination Unit
(916) 255-3545
TDD (800) 735-2929

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

QUALIFICATIONS APPRAISAL: It is anticipated that interviews will be held in February 2009. Ordinarily, these interviews are scheduled in Sacramento, Berkeley and Cypress. However, locations of interviews may be changed as conditions warrant.

SALARY RANGE: \$4400 - \$5348

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

THE POSITION: Under general direction, the Television Specialist plans, organizes and performs the technical and professional work required in producing television programs, including operation of television and video tape-recording production equipment; conducts subject research and develops scripts based on the most effective method of presentation; develops approach and production methods necessary to produce continuity and required story lines; directs the technical and artistic developmental of television programs including the preparation of artwork or animation, narration, dialogue, sound effects and music as required in the production; does creative editing; may select and direct film cast, narrators or other personnel involved in a production; may do still photography and processing.

Position(s) exist with the Department of Toxic Substances Control.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure that you meet the education and/or experience requirements stated below.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidate's possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EITHER I

One year of experience in the California state service performing the duties of a Motion Picture Assistant or Television Assistant.

OR II

Four years of broad technical experience in the production of television programming, including experience in television production, professional sound recording, and editing. (College level work in television, communications, or a related curriculum, may be substituted for up to two years of the required experience on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS: In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training, experience, and research accomplishments for the designated specialty over and above that required under "Minimum Qualifications".

EXAMINATION INFORMATION: This examination will consist of a structured qualifications appraisal interview. Candidates will be allowed time prior to the interview to prepare a response to a problem(s) which will be presented to the interviewing panel. The interview will also include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

QUALIFICATIONS APPRAISAL - WEIGHTED 100.00%

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. KNOWLEDGE OF:

1. Techniques of television production.
2. Sound recording.
3. Television photography.
4. Audio-visual principles and techniques.
5. Script writing.
6. Television staging and lighting.
7. Editing methods and equipment.
8. Basic electronic theory.
9. Television communication theory.

B. ABILITY TO:

1. Assume leadership and provide creativity in the planning, writing and directing of television production.
2. Act independently in converting ideas and concepts into an effective combination of audio and visual impression on the screen.
3. Develop innovative solutions to complex audio and visual communication problems.
4. Analyze situations accurately and take effective action.
5. Work effectively with people and situations requiring initiative, tact, and judgment.
6. Speak effectively.
7. Read and write English at the level required for successful job performance.

VETERANS PREFERENCE CREDIT: Points are granted in this examination.

SPECIAL PERSONAL CHARACTERISTICS: Artistic and creative ability; willingness to travel throughout the State; and normal hearing.

ELIGIBLE LIST INFORMATION: An eligible list will be established for the Department of Toxic Substances Control. The list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrants a change in this period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the _____ N/A _____, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Toxic Substances Control at (916) 323-2679/CALNET 8-473-2679 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local office of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Berkeley, Cypress, Chatsworth and Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-735-2929 From Voice Telephones: 1-800-342-2922 P (Rev. 3/89)